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Collbran Marshal’s Office

1010 High St | PO Box 387 | Collbran, CO 81624

(970) 487-3751 | (970) 487-3089

**Town Marshal**

**Collbran, Colorado**

The Town of Collbran, Colorado seeks an experienced, strong, and determined leader with unquestionable integrity, personal and organizational accountability, and a commitment to diversity, equity, and inclusion to serve as the next Town Marshal. This individual will be a genuine, humble, and engaging law enforcement executive, who leads by example and models the way for others to follow.

The Collbran Marshal is the Chief Law Enforcement Officer of the Town and performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the day-to-day operations of the Marshal's Department to ensure the protection of life and property as well as the enforcement of laws and ordinances.

**The Marshal is the sole full-time law enforcement officer of the Town.**

**Position Title: Town Marshal**

FLSA: Exempt – Does not receive overtime pay

Work Schedule: Schedule may be set by Town Manager.

Currently Monday – Thursday 10-hour days.

Schedule will be adjusted as needed to accommodate the varying nature of law enforcement and community events

**About Collbran**

**The Town of Collbran is a small ranching community located on the Grand Mesa, about 45 minutes away from the hustle and bustle of Grand Junction. Surrounded by mountains, our sleepy little town houses around 360 permanent residents with an additional 200 or so residents when JobCorps students are in attendance. Located minutes away from Vega Reservoir and Powderhorn Resort, Collbran provides easy access for those interested in a variety of outdoor recreational activities.**

**Qualifications**

* **Bachelors Degree in Criminal Justice or related field PREFERRED**
* **At least 10 years of full-time professional law enforcement experience, including 3 years of supervisory experience at the rank of sergeant or higher REQUIRED**
* **Specialized training in executive level management PREFERRED**
* **POST Certified and maintained or within 6 months of employment**
* **A combination of related education, military service with Honorable Discharge, or specialized technical or in-service training of equivalent length will be considered.**
* **Out of State candidates will need to receive Provisional Certification from Colorado POST prior to start date and must be fully P.O.S.T. certified within six months of appointment.**
* **Specialized training in executive level management PREFERRED.**

About the Position

The successful candidate will perform a variety of job duties, including patrolling the town to prevent crime and enforce local, state, and federal laws with an emphasis on local codes. When accidents or criminal activity occur, the successful candidate will complete the investigation and work with other agencies, as needed, to collect evidence and other data. We expect all members to have a strong work ethic, integrity, good judgment under pressure, and a passion for protecting our citizens. The Town of Collbran Marshal’s Office is committed to the principles of Community Policing and members are expected and encouraged to engage the Community in creative problem solving and accountable risk taking to address not only crime but quality of life issues as well.

Essential Functions:

This is an illustrative description of the essential functions of this position. This is not a fully inclusive list.

• Plans, develops, and implements department goals, objectives, rules, policies, and operational procedures that comply with federal, state, and local laws in response to community needs.

• Must stay current on legislation affecting the Department and take measures to ensure compliance with Local, State and Federal Law.

• Establishes appropriate service and staffing needs; supervises and evaluates the work of any subordinate personnel; plans, organizes, and assigns work, establishes priorities.

• Conducts patrol activities to include but not limited to: Routine Patrol, Traffic Enforcement, Housing and Business Checks and Special event coordination and response etc.

• Plans, coordinates, and reports training of department personnel.

• Ensures that the Town’s ordinances are enforced and that the rules and regulations of the Marshal’s Department are carried out.

• Investigates violations of Federal, State and local law or ordinance; gathers and preserves evidence; interviews witnesses; prepares cases for trial.

• Maintains safekeeping and chain of custody for all evidence and personal property recovered, found, or confiscated.

• Prepares the department’s draft annual budget, and controls expenditures of the department within the budget.

• Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control and documentation of department operations.

• Conducts animal control and enforcement activities as prescribed by ordinance and properly handles the animal in accordance with policy and laws.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Employee works both indoors, outdoors, and in a vehicle or on foot. Indoor environment is in a

typical office environment. Outdoor work will involve varying weather conditions. Employee will occasionally work near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level indoors is generally moderate, while outdoors may vary. Conditions within a vehicle are that of typical vehicle operation. Employee may be exposed to physical altercations up to and including gunfire directed toward the employee.

Physical

This job requires the ability to walk, run, use hands, fingers, handle and operate objects, controls, tools, manipulate firearms, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste, or smell. It requires the physical ability to implement arrest control techniques. Must be able to occasionally lift and move more than 100 pounds, with or without assistance.

Vision

Ability to see in a range from reading distance to up to 100 yards with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from a distance; competence in color vision, peripheral vision, depth perception, and ability to adjust focus. Hearing: Hear in the normal audio range with or without correction.

Speaking

Be able to speak in an understandable voice with sufficient articulation.

**Benefits**

* **The annual salary range for this position is $65,000 to $80,000 depending on qualifications and experience.**
* **Medical, Vision, Dental, & Life Insurance**
* **Dependent Insurance Coverage**
* **401(a)**
* **Matched 401(a)**
* **Flexible Schedule**
* **Paid Time Off**
* **Paid Holidays**
* **NEW Patrol Vehicle**

**Please submit resume, cover letter and/or letter of intent, and completed general employment application along with any additional applicable certifications to admin@townofcollbran.us.**